**Byrne Wallace Anvi Mehta**

**Dublin, Ireland 10, Vila Bank, Phibsboro, Dublin 7**

 **5th February, 2016**

Position: Summer Intern Programme

Dear xxx,

I wish to apply for Summer Intern Programme in the company which is advertised on company’s website. I am a current student of MSc. In International Management at Trinity Business School, Trinity College Dublin. I also hold a Bachelor in Commerce (BCOM), Bachelor in Legal Studies (LLB) and a Company Secretary qualification from India (Equivalent to ICSA course in Ireland).

I am particularly interested in working for company due to my current knowledge and strong interest in developing my expertise in Compliance and Legal environment. I believe that I have the required skills to succeed in this programme due to my relevant work experience. For example, I am a fast and accurate writer, with a keen eye for detail. During my Internship period, I had gained a little knowledge about Legal, Secretarial and Compliance field. I am quite flexible, adaptable person who enjoys working in competitive environment and I have also developed a strong analytical, communication, little technical skills during that period.

In addition, my educational achievements involved a wide range of additional skills such as a great deal of independent research, required initiative, self- motivation.

I am able to take responsibility of this position immediately and have the enthusiasm and determination to ensure that I can make a success of the tasks I undertake.

Thank you for taking time to consider this application and I look forward to hearing from you in the near future.

Yours Sincerely,

Anvi Mehta